

**CALIFORNIA ENERGY COMMISSION**

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June 4, 2004

To: Emerging Account Stakeholders  
Subject: Processing of reservations received in June 2004

This letter describes the procedures that the Emerging Renewables Program (ERP) staff intends to use to process applications received prior to July 1, 2004. The procedures are the same as those followed for applications submitted in December 2003.

On July 1, 2004 the rebate levels will decrease as follows:

Technology Type	Rebate Reductions*
Photovoltaic	\$0.20/watt
Solar Thermal Electric Fuel Cells	\$0.20/watt
Wind	\$0.20/watt, first 7.5 kW \$0.20/watt, increments above 7.5 kW
*Rebates for owner installed systems are further discounted by 15 percent.	

The ERP Guidebook states: "Funding reservations are made only for complete applications on a first come, first served basis. Incomplete applications will not be processed until all appropriate documentation is provided," [ERP Guidebook, page 10]. Typically, ERP staff will log an application as received when it is sent to the program, either by fax, mail, or hand delivery. However, significant time may occur prior to ERP staff determining whether a particular application is complete or incomplete. No funds are reserved for an incomplete or unclear application until ERP staff request and receive the required additional information from the applicant. Once an application is determined to be complete, a funding reservation is issued.

Applications received by mail must be postmarked no later than June 30, 2004 to be considered for the pre-July 1, 2004 rebate. Applications faxed in must be received by midnight of June 30, 2004 to be considered for the higher rebate. The Energy Commission is not responsible for problems applicants may experience in faxing in applications and suggests that applicants mail in their application by the postmark deadline or before.

The number of applications already received and expected to be received prior to July 1 indicate that for most of these applications, ERP reviews will not occur until after July 1. Clear and complete applications received prior to July 1 would be issued funding reservations at the pre-July 1 rebate levels, whether reviewed before or after July 1. Applications received prior to July

1 that are complete and include all necessary supporting documentation, but which require clarification in one or more areas will be processed as follows:

- 1) Upon review (before or after July 1, 2004) ERP staff will request clarification from the applicant.
- 2) The applicant will have the same number of days to provide the clarifying information as the number of days between the date of receipt (prior to July 1, 2004) and July 1, 2004. A minimum of three business days will be given to respond with the clarifying information for those applications received less than three days before the June 30, 2004 deadline.
- 3) If the applicant provides the clarifying information so that it is received by ERP staff or postmarked within the number of days specified, the application will be issued a funding reservation at the pre-July 1, 2004 rebate level.
- 4) If the applicant does not provide the clarifying information within the period specified, the application will not be issued a reservation at the pre-July 1, 2004 rebate level.

Incomplete applications that are submitted prior to July 1, but reviewed by ERP staff after July 1, will receive the post July 1, 2004 rebate level (if made complete within 30 days per the ERP Guidebook).

For complete applications, this procedure in effect would be the same as if ERP staff were able to review every application, and request clarifying information if necessary, on the same day that the application is received. Thus, a delay in reviewing applications because of a large application caseload will not impede the applicants' ability to reserve the higher incentive if the application filed is clear and complete prior to July 1, 2004.

Remember, in order for an application to be complete it must include the following documents:

- 1) A completed R1 form (CEC 1038 R1),
- 2) A copy of the purchase agreement(s) for equipment and labor contract(s) for the system to be professionally installed by an appropriately licensed contractor (or a purchase agreement or proof of 10% down payment for an owner installed system),
- 3) A copy of a recent monthly electricity bill for the customer (or in the case of new construction, appropriate evidence of eligible utility service expected on completion), and
- 4) A completed Payee Data Record Form (Form STD-204).

The following examples illustrate the resulting rebate levels for applications received prior to July 1, 2004, but reviewed after this date.

#### Example 1

An application is submitted to the Energy Commission by fax on June 16, 2004 for an appropriately licensed contractor installed PV system. The application is reviewed by ERP staff

on July 7, 2004. The application is complete and includes all necessary supporting documentation. However, the purchase agreement does not clearly identify the terms and conditions applicable to the purchase. The purchaser is notified that clarification is needed and given 14 days (the difference between June 16 and July 1) to provide the clarifying information. If the purchaser provides the clarifying information within this timeframe, they will receive a reservation at the \$3.20/watt rebate level. Otherwise, the purchaser may clarify the application within 30 days and qualify for a reservation at the \$3.00/watt rebate level.

#### Example 2

An application is submitted to the Energy Commission by fax on June 20, 2004 for an owner installed PV system. The application is reviewed by ERP staff on July 11, 2004. The application does not include an executed copy of the purchase agreement for the equipment or a copy of the purchaser's monthly electricity bill. This application is incomplete and not eligible for the \$2.72/watt rebate level. The purchaser may qualify for a reservation at the \$2.55 rebate level if he or she submits a copy of the executed purchase agreement and a copy of their monthly electricity bill within 30 days.

#### Example 3

An application is submitted to the Energy Commission by fax on June 30, 2004 for an appropriately licensed contractor installed PV system. The application is reviewed by ERP staff on July 21, 2004. The application is complete and includes all necessary supporting documentation. However, the purchase agreement indicates a different installation address than the utility bill. The purchaser is notified that clarification is needed and given three business days (the minimum allowed) to provide the clarifying information. If the purchaser provides the clarifying information within this timeframe, he or she will receive a reservation at the \$3.20/watt rebate level. Otherwise, the purchaser may clarify the application within 30 days and qualify for a reservation at the \$3.00/watt rebate level.

Pages 10-13 of the Emerging Renewables Program Guidebook explain the reservation process in detail.

Sincerely,

Dale Trenchel  
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Emerging Renewables Program